

Monthly Report

December 1, 2006 through December 31, 2006

Project Title

Montana Department of Transportation (MDT) One Stop shop for Traveler Information

Principal Investigator

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Program Manager
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Research Assistants

The work performed under this contract has been performed by PBS&J with the assistance of our subcontractors, Current Transportation Solutions and ETC Institute.

Introduction

This first monthly report covers the period from December 1, 2006 through December 31, 2006. During that month, the PBS&J team attended the kick-off meeting, prepared minutes of that meeting, and developed the work plan for the next quarter.

The next section provides an overview of the project objective. The report then provides an overview of the progress completed during the previous month, and compares anticipated budget and work to the project schedule.

Project Objective

The objective of this project is to develop an implementation plan for a one-stop shop for traveler information, with a focus on traveler information needs for the transportation-disadvantaged, including the elderly, disabled, and poor. In addition, the plan should address traveler information needs for tourists.

Work Progress

This was the first month in which we worked on this project. We performed the following tasks:

- Attended kick-off meeting on December 7, 2006.
- Prepared minutes from kick-off meeting.
- Revised project schedule to reflect start of other tasks in January 2007,

- Developed internal project work plan.
- Executed subcontract with ETC Institute and negotiated contract with Current Transportation Solutions.

Issues

We foresee a potential schedule issue with respect to focus groups. If we continue along the path of using existing Transportation Advisory Committees as focus groups (as discussed at the kick-off meeting, and which we still recommend), this will likely push the schedule out further, as we work to find time within the schedules of those groups.

Major Accomplishments or Discoveries

None during this period.

Work Projection

During the next month, we plan to complete the following activities:

- Execute contract with Current Transportation Solutions
- Complete the major portion of the research for tasks 3.1.1, 3.1.2, 3.1.3, 3.1.8, and 3.1.9.
- Determine which TACs to use for focus groups and set the schedule
- Begin work on focus group materials

Schedule

The project is currently on schedule, but it is very likely that the focus groups will force us to modify the schedule.

Financial Report

Table 1 on the following page shows the current financial status of the project, including amount remaining per task, and expenditures by state and federal fiscal year.

One-Stop Shop Financial Summary						
Task	Initial Cost	Expended to Date	Percent Expended	Amount Remaining	Percent Remaining	Estimated Percent Complete
Finalize Research Plan	\$ 7,318	\$ 3,080	42.1%	\$ 4,238	57.9%	100%
Review Transportation Information Systems	\$ 8,685	\$ -	0.0%	\$ 8,685	100.0%	
Identify Current Technologies	\$ 9,349	\$ -	0.0%	\$ 9,349	100.0%	
Review existing MT Information Services	\$ 8,043	\$ -	0.0%	\$ 8,043	100.0%	
Determine Public and User Needs	\$ 35,000	\$ -	0.0%	\$ 35,000	100.0%	
Determine Additional Needs	\$ 12,753	\$ -	0.0%	\$ 12,753	100.0%	
Determine Best Options	\$ 4,559	\$ -	0.0%	\$ 4,559	100.0%	
Recommend Implementation Approach	\$ 3,757	\$ -	0.0%	\$ 3,757	100.0%	
Review Funding Options	\$ 3,446	\$ -	0.0%	\$ 3,446	100.0%	
Review TranPlan 21	\$ 2,075	\$ -	0.0%	\$ 2,075	100.0%	
Implementation Plan	\$ 16,344	\$ -	0.0%	\$ 16,344	100.0%	
Kick-Off Meeting	\$ 4,961	\$ 3,660	73.8%	\$ 1,301	26.2%	74%
Mid-Project Meeting	\$ 4,961	\$ -	0.0%	\$ 4,961	100.0%	
Final Project Meeting	\$ 4,961	\$ -	0.0%	\$ 4,961	100.0%	
Project Summary Report	\$ 1,335	\$ -	0.0%	\$ 1,335	100.0%	
Monthly Progress Reports	\$ 3,414	\$ -	0.0%	\$ 3,414	100.0%	
Total	\$ 130,963	\$ 6,741	5.1%	\$ 124,223	94.9%	
		Actual	Projected			
State Fiscal Year 2007 Expenditures		\$ 6,741	\$ 24,381			
Federal Fiscal Year 2007 Expenditures		\$ 6,741	\$ 24,381			